

SPECIAL ASSISTANT COUNTY COUNSEL
(Executive Management)

DEFINITION:

Under administrative direction, to serve as principal assistant to the County Counsel in providing legal services to the Board of Supervisors, County officers, departments, courts, and special districts; to assist in handling special complex and high profile projects and assignments; and to perform related work as assigned by County Counsel.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated only to the County Counsel's Office. The incumbent reports directly to the County Counsel, and is responsible for assisting the County Counsel in special assignments and projects of a complex nature.

EXAMPLES OF DUTIES:

Provides assistance to the County Counsel with special high profile complex projects and assignments; performs legal services in support of the County Counsel's representation of the Board of Supervisors, County officers, departments, courts, and special districts; prepares briefs, opinions, and other legal instruments; provides assistance in support of the preparation of complex trials and appeals in significant cases in Federal and State courts; reviews and approves contracts, legal opinions, and other legal documents; provides legal advice and information to the Board of Supervisors, Chief Administrative Office, Elected Officials, department directors, and representatives from other governmental agencies; identifies operational problems and formulates appropriate solutions; reviews and updates the contents of the County Counsel Legal Guide and Disciplinary Guide; prepares reports and correspondence; performs special legal research, studies, and projects for the County Counsel.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Duties, powers, limitations, and responsibilities of a counsel to a government entity.
- Federal and State statutory law and case law applicable to public entities in California.
- California Rules of the County and related procedures of local, State and Federal courts.
- Court proceedings, discovery techniques, jury selection, settlement practices, and other legal processes related to litigation/trial proceedings.
- Methodologies of legal research.
- Principles and practices of supervision and training.
- General Management System (GMS) in principle and in practice.

Skills and Abilities to:

- Perform special projects of a highly complex nature.
- Provide legal services to the Board of Supervisors, county officers, departments, courts and special districts.
- Draft ordinances, briefs, opinions, and other legal instruments.

- Represent the county and other governmental agencies in litigation in Federal and State courts.
- Review and approve contracts, legal opinions, and other legal documents.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge and skills listed above. Examples of such education/experience are: Possession of a juris doctorate from an accredited college or university; AND, at least five (5) years of experience performing the duties listed above.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Active membership and in good standing with the State Bar of California.

A valid California Class C driver's license is required at time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.